# REGISTERING A PATIENT

Step 1: Log In

1. Open your web browser and go to us.crelio.solutions for the login page, or visit MSSClinical.com and click on Provider's Results Portal under the Provider's Tab at the top of the website to be redirected automatically.

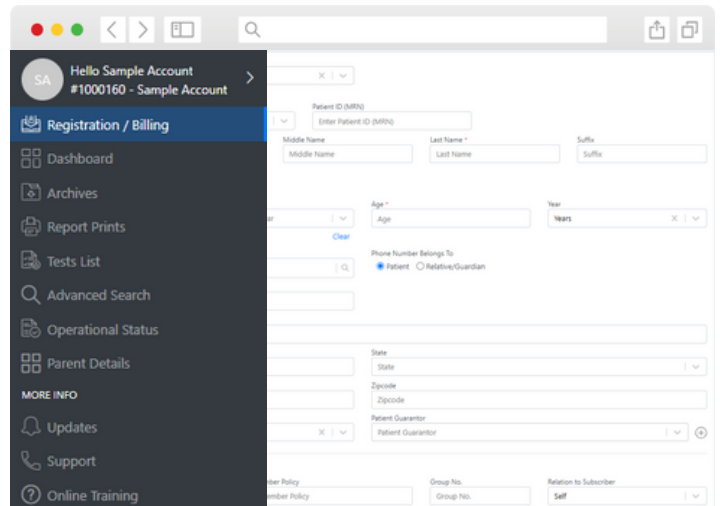**2.** Enter your Username and Password, then click Centre Login.

Note: If you do not have information above, please contact your Account Executive.
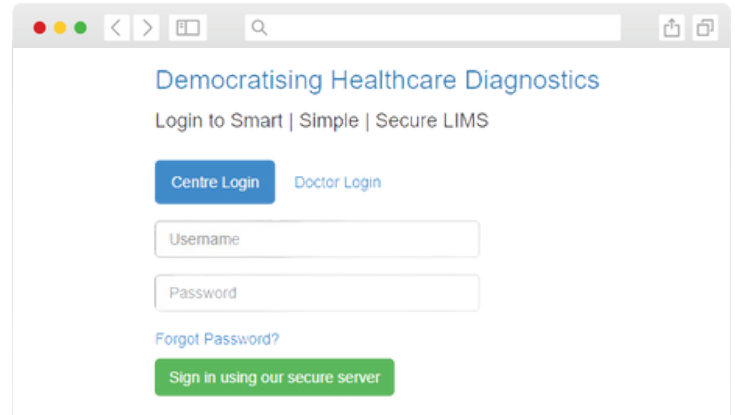
Step 2: Adding a New Patient

1. Hover over the left side of the tool bar, and click on the first option, Registration/Billing.

Note: The homepage of your portal is your dashboard, and you can see all your current activity there.

Step 3: Enter Patient Information

1. Enter all required patient demographic and insurance details.

2. Click Register, or key shift+enter, to simply add the patient without ordering any tests right now, or click Register And Order, or key ctrl+enter, to add the patient and order tests right now.

Note: If the ordering provider is not listed, please contact your Account Executive
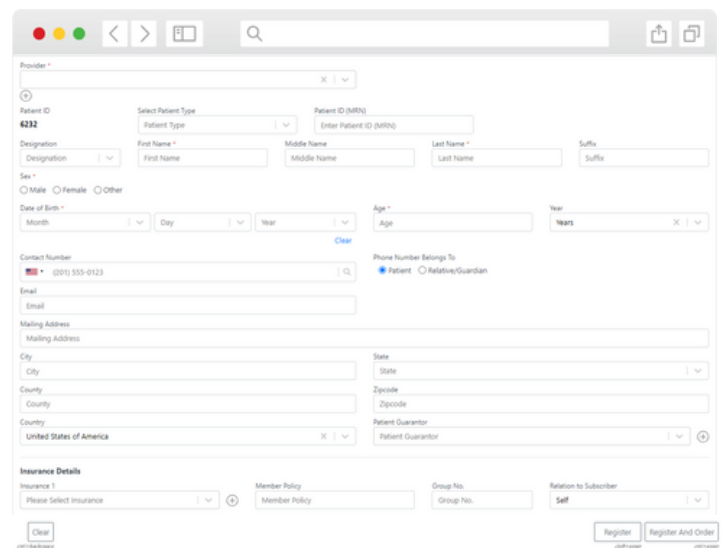
ORDERING A TEST

## Step 1: Select Patient

1. If you have not already entered your patient into the portal, please revisit Page 1, Registering a Patient.

2. From your dashboard, hover over the left side of the tool bar, and click on the first option, Registration/Billing.

3. In the search bar at the top of the screen with grey text that says "Search by Name", start typing in your patient's first or last name. Once you type the first letter, an auto-populated drop down list will come down. You may select from the list or continue to type the rest of the patient's name. Verify all patient information is up to date and click Proceed to Order.
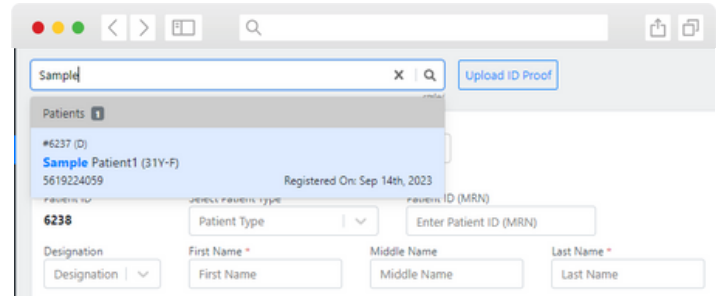
Step 2: Select Source of Billing

1. Select your bill type, if you want us to bill the patient directly, select Self Pay, if you want us to bill the patient's insurance, click insurance, if you want us to bill your account, select Org Pay.

Note: If you have not signed a Client Bill Agreement with us and would like to use the Org Pay option, please contact your Account Executive.
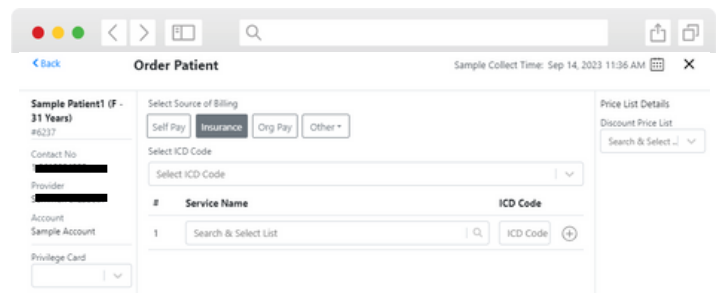
Step 3: Select ICD-10 Codes

1. If you are not billing to insurance or Medicare, you can skip to Step 4.

2. Start typing in your medically necessary ICD-10 code letter and an auto-populated drop down list will come down. You may select from the list or continue to type the rest of the ICD-10 code.

**3.** Add as many diagnosis codes needed to support medical necessity and use the most specific degree of diagnosis.

Note: If your caps lock is on, or you are capitalizing the first letter, you will not be able to type in any codes.
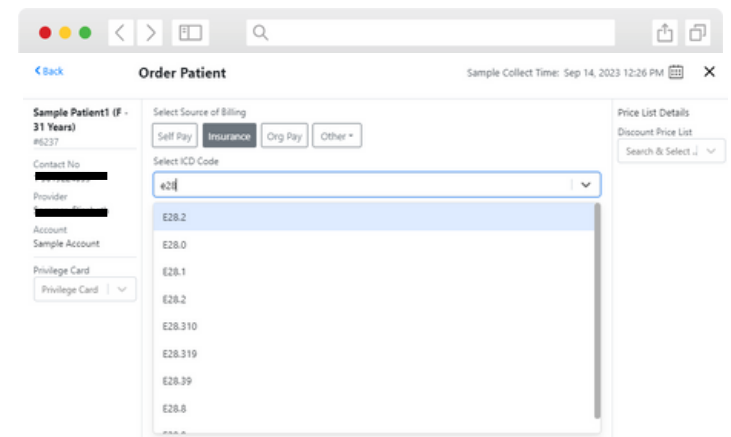
Step 4: Select Tests

1. In the Service Name section, start typing in your medically necessary test and an auto-populated drop down list will come down. You may select from the list or continue to type the rest of the test name.

2. Once all tests have been selected, you can click on the Confirm and Enter button, or key ctrl+enter.

Note: You can assign specific diagnosis codes to tests if they are different than the ones you entered in the previous step.
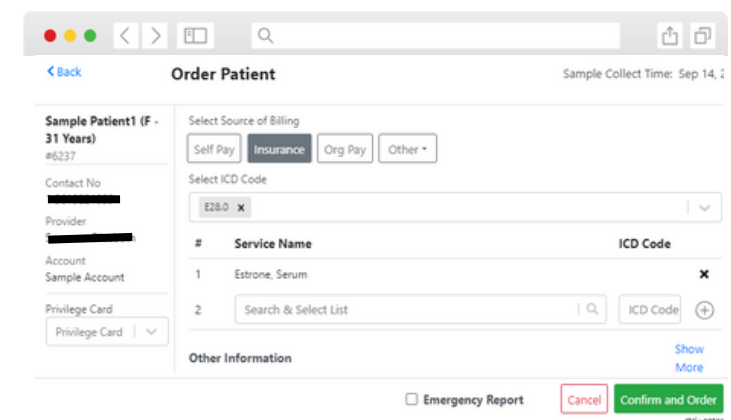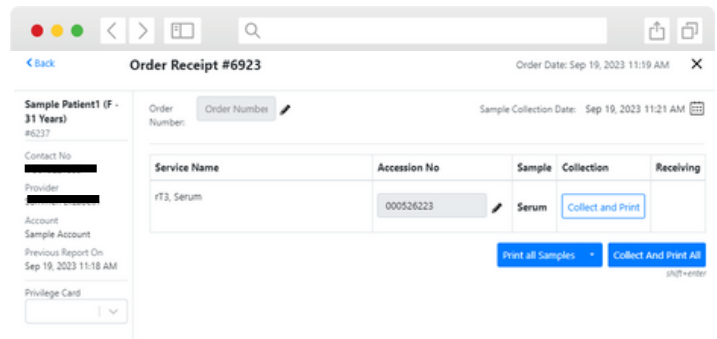
COLLECTING & PRINTING

Step 5: Collect and Print Label

1. If you have already collected your patient's lab work and are putting in the order after collection, you may click on "Collect and Print" in the Collection section of the patient.
2. This will open a new tab with the barcode label, if you wish to use a barcode printer, select the correct printer and print as you normally would.

Note: If you don't want to Collect and Print at this stage in the ordering process, click back in the left corner or the "X" in the upper right corner. See Step 6 for batch collecting and printing.

Step 6: Batch Collecting

1. This step for when you place the order in the system before the patient's lab draw and wish to mark the patient as collected and print the order after their blood has been drawn. On the lefthand tool bar, hover over sample accession and click on Pending Accession to bring up a list of all patients who are pending collection.
2. Select the patients you wish to Collect and Print, and click the button. This will open a new tab with the barcode label, if you wish to use a barcode printer, select the correct printer and print as you normally would.

Note: If you are not using a barcode printer, all tubes must include patient First Name, Last Name, and date of birth at the minimum to be accepted by MSS Clinical.
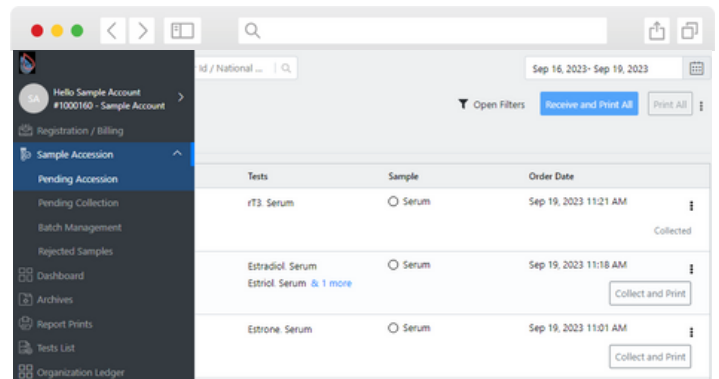
Step 7: Printing TRF (Test Requisition Form)

1. On the left toolbar, select Dashboard to bring up a list of pending patients.

2. From this screen you can see the Test Status, including pending samples, samples that haven't been collected yet, and samples that have not been received by the lab.

3. Click Print TRF for any samples that have already been marked as Collected by you.

4. A new tab will open with the PDF of the TRF, print this out as you would normally print with your printer settings.

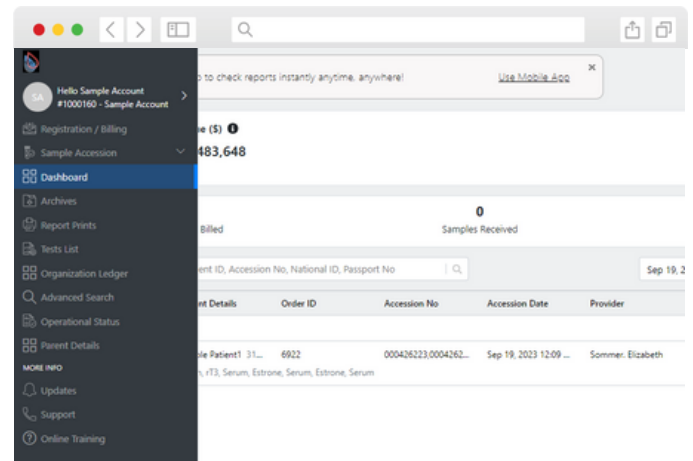**Note:** These patients will show Test Status as "Sample Not Received" until they arrive at MSS Clinical.
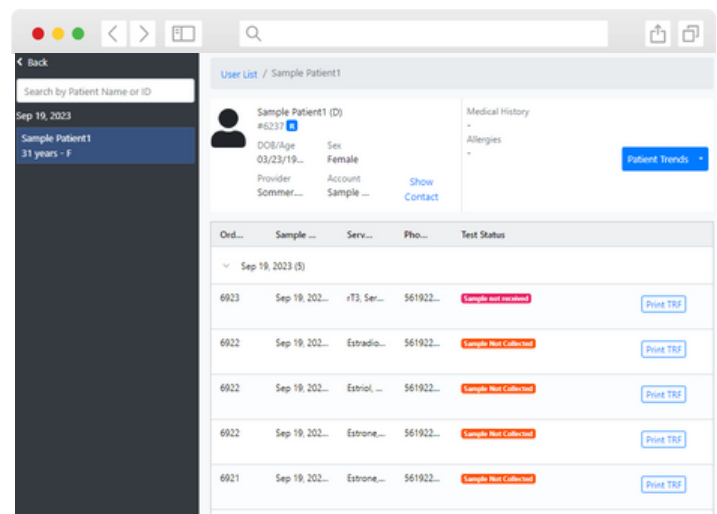
REVIEWING RESULTS

Step 1: Find Results

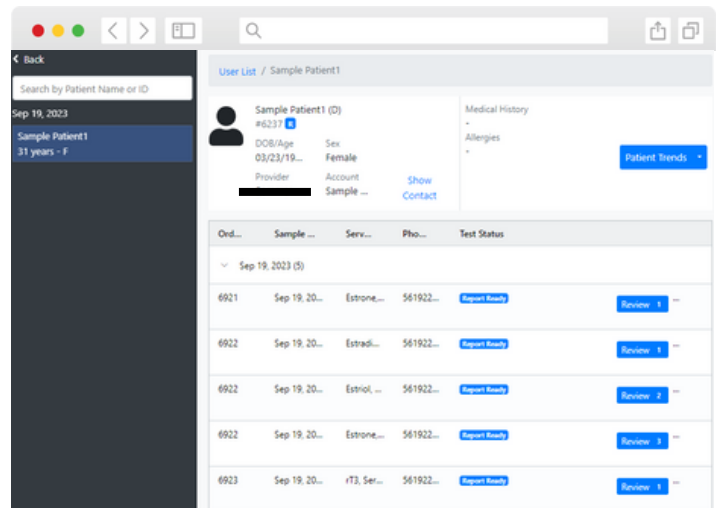**1.** On the left tool bar, click on Dashboard.

Note: Your home page on the portal will always default to Dashboard

Step 2: Locate Patient

1. Click the patient who's results you want to review.
2. Locate the results you want to review, and Click Review.

Note: If you want to see a historical report, click Patient Trends.

Step 3: Printing Results

1. The results page will open.

2. If you want to print them, click "With Letterhead"

3. Proceed to print as you normally would.